

Rock County Fairgrounds Building Use – Check List

Please use this list to guide you in your effort to return the facility used by your group to the condition in which you found it. Failure to complete the check list requirements will result in forfeiture of your deposit. Your assistance is greatly appreciated so we may keep rental fees at a reasonable rate.

- _____ 1. Return tables/chairs (if used) to appropriate areas or carts.
- _____ 2. Clean area of debris, spills and paper.
- _____ 3. Sweep floors, Mop spills.
- _____ 4. Restrooms neat/toilets flushed.
- _____ 5. Assure trash is placed in dumpsters.
- _____ 6. Turn off lights.
- _____ 7. Check that **all** exterior doors are shut and locked.
- _____ 8. Turn off parking lot flood lights (if used).
- _____ 9. Secure and lock all security gates.
- _____ 10. Place checklist and keys in drop box by the main gate of the fairgrounds or return them to the Facilities Management department located on the first floor of the courthouse.

Additional Comments or Concerns: